

Your School Excursion To Clifton Park Museum

Background information for teachers making Risk Assessment Plans

It is the responsibility of the School to ensure you have completed a Risk Assessment before your visit, to assist you we have enclosed the generic risk assessment for visitor use to the Museum.

Venue Information

Arrival & Departure

School groups are required enter the Museum via the Shop entrance, and inform the Museum of their arrival. If it is an assisted visit a member of staff will greet you and guide you to the relevant area.

Coach Parking

Coaches are required to drop off in the lay-by outside the Museum and Park by the Doncaster Road Car Park. Unfortunately we are unable to accommodate coaches in the Museum Car Park on Clifton Lane.

Bag Storage

The Museum has storage facilities for small bags if you are visiting as part of an assisted visit. We regret, if you are doing an unassisted visit, due to lack of space we cannot offer storage facilities.

Lost Property

Any items found in the Museum will be handed in at the Main Reception where they will be kept until the end of the working day. They will then be recorded in the lost property book and kept for a month.

Refreshments and Lunch Facilities

There are lunch spaces within the museum or the Garden Building. To ensure these spaces are available for your visit please book in advance. Please enquire for more details.

Refreshments and Lunches can be provided on site at the Granary Cafe and by booking in advance. Those bringing their own refreshments are welcome to set up a picnic in the Park area.

Toilets

Toilets are located on the ground floor of the Museum near the Cafe, all toilets are in the same area with separate male, female and disabled toilets. These toilets are also used by the general public and as such we recommend you bring adequate adult supervision with a mixed group.

Fire exits & evacuation

The Museum has clearly marked fire exits throughout the building. All Museum staff are trained in emergency evacuation procedures. On evacuating the Museum please make your way to the car park where you will be met by a member of Museum staff.

First Aid

A first aid box is located at the Main Reception. In case of emergencies we recommend you have a person trained, at minimum, in First Response within your Group, allowing our trained First Aiders to assist where required. Please advise a member of Museum staff if you require help with first aid.

Insurance Cover

Clifton Park Museum has the appropriate Public Liability Insurance up to £35,000,000 in place to cover injury and damage. Details of insurance can be provided upon request to the Visitor Experience Officer.

Supervision

Supervision Levels

Children and students must be under the direct supervision of an appointed adult at all times during their visit to the Museum. Every adult accompanying students is required to be in a supervisory role and must have adequate authority and experience (as determined by the school) to handle groups alone for risk assessment purposes). Please ensure that adult supervision is evenly spread throughout your group whilst in the Museum. See table below

| Age | Minimum ratio | Recommended ratio |
|----------------------|---------------------|-------------------|
| Nursery/Reception | 1:6 | 1:4 |
| Key Stage 1 (Y1–Y2) | 1:8 | 1:5 |
| Key Stage 2 (Y3–Y6) | 1:10 | 1:8 |
| Key Stage 3 (Y7–9) | 1:10 | 1:10 |
| Key Stage 4 (Y10–11) | 1:15 | 1:10 |
| Post-16 | 1 adult per booking | 1:30 |

Working with Children

Not all Museum staff have been DBS checked so it is important that the supervision of the children remains the responsibility of the school.

Students Code of Conduct

It is essential all School visitors are familiar with and adhere to our Student Code of Conduct as members of the public may be in the Museum during their visit. This ensures all visitors have an enjoyable experience.

Students are required to:

- Behave in a courteous and responsible manner at all times
- Ensure noise is kept at an appropriate level
- Ensure they walk at a sensible pace throughout the Museum.
- To remain under supervision of an adult at all times whilst in the Museum

If any behaviour is deliberately and consistently disruptive/or an offence is caused to visitors or staff Clifton Park Museum reserves the right to remove the individual from a session. A teacher will be required to supervise the student outside the Museum until the session has ended.

Other schools

There may be other schools and members of the public in the Museum during your visit. We expect teachers to ensure the above Student Code of Conduct is followed. If other schools disrupt your experience please notify a member of Museum staff.

We hope you have an enjoyable and educational visit to Clifton Park Museum.